

**APPROVED**

**BOARD OF DENTISTRY  
NEW MEMBER ORIENTATION**

**Thursday, August 14, 2008**

**Department of Health Professions  
9960 Mayland Drive, Suite 200  
Richmond, Virginia**

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**CALL TO ORDER:** The meeting was called to order at 10:05 a.m.

**PRESIDING:** Paul N. Zimmet, D.D.S., President

**MEMBERS PRESENT:** Robert D. Hall, Jr., D.D.S.  
Augustus A. Petticolas, Jr., D.D.S.

**STAFF PRESENT:** Sandra K. Reen, Executive Director  
Howard M. Casway, Sr. Asst. Attorney General  
Alan Heaberlin, Deputy Executive Director

**ORIENTATION:** Dr. Zimmet welcomed Dr. Hall and Dr. Petticolas to the Board and explained the composition of the Board. He reviewed the Board's duties to license, regulate and discipline dentists and dental hygienists then noted the current issues before the Board.

Mr. Casway explained his role with the Board and discussed the powers and duties of health regulatory boards, the major provisions of the Dentistry Chapter of the **Code of Virginia**, the **Regulations Governing the Practice of Dentistry and Dental Hygiene**, the Administrative Process Act and the Freedom of Information Act.

Mr. Heaberlin explained and discussed the disciplinary case process, the roles of Enforcement and APD, provided examples of notices and decision documents. He then walked through a case file and the Probable Cause Review form.

Ms. Reen reviewed the Board's structure and staffing then reviewed the state's policies on travel, per diems and reimbursement requests. She then noted the various laws, regulations and documents in the member's reference handbook.

**ADJOURNMENT** The training was adjourned at 2:40 p.m.

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Paul N. Zimmet, D.D.S., President

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Sandra K. Reen, Executive Director

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Date

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Date